

STAT

Called Meetings
TURN TO
Plus is an extra

STAT

*Copy - [redacted]
will attend, also*

18TH ANNUAL MEETING

THE
SOCIETY OF AMERICAN
ARCHIVISTS

[redacted]

*I've asked Fred to
be responsible for
making arrangements.
Will you check with
him about 15 Aug &
let me know results.
so I can discuss
with [redacted]*

STAT

[Signature] 7/16

Williamsburg, Virginia

September 12, 13, and 14

1954

GENERAL INFORMATION

Headquarters for the meeting are at the Williamsburg Lodge, South England Street.

The Registration Desk of the Society in the lobby of the Williamsburg Lodge will be available for service on Sunday, September 12, from 4 P.M. to 7 P.M. and from 8:30 P.M. to 9:30 P.M.; on Monday, September 13, from 9 A.M. to 12:30 P.M.

Tickets for luncheons, dinners, and bus tours should be obtained at the registration desk during the hours listed above. Tickets requested in advance will be available at the desk.

Monday afternoon, September 13, is open for sight-seeing in Williamsburg and vicinity. Information on where and how to go can be obtained at the registration desk.

Free bus service in the restored area of Williamsburg is available. The nearest bus stop to headquarters is at the Reception Center, directly across South England Street from the Lodge.

Archival and manuscript exhibits will be on display throughout the meeting in the Library of the College of William and Mary and in Archives and Records of Colonial Williamsburg, Goodwin Building, North Henry Street, next to the Post Office. Publications of Colonial Williamsburg and of the Institute of Early American History and Culture will be exhibited in the lounge of the Williamsburg Lodge.

THE SOCIETY OF AMERICAN ARCHIVISTS

P R O G R A M

Sunday, September 12

- 4:00-7:00, 8:30-9:30 P.M. REGISTRATION, Williamsburg Lodge
- 7:00 P.M. INFORMAL DINNER, Williamsburg Lodge Game Room.
Compliments of Colonial Williamsburg.
- 8:30 P.M. Meetings of the following Committees: State Archives,
Professional Standards, Audio-Visual Records, Membership,
College and University Records, Municipal Records.
- 8:30 P.M. FILM: "The Colonial Printer" Reception Center.

Monday, September 13

- 9:00 A.M.-12:30 P.M. REGISTRATION, Williamsburg Lodge
- 9:30 A.M. Game Room, Williamsburg Lodge

RECORDS ADMINISTRATION

Chairman: Herbert E. Angel, National Archives and Records Service.

Planning a Records Management Survey, Irving Zitmore, Records Engineering, Inc.
How to Organize and Operate a Records Management Program, Chester L. Guthrie,
General Services Administration.

Panel Discussion:

Edwin C. Zepp, Ohio State Archaeological and Historical Society
Philetus R. Peck, Michigan Department of Administration
William Benedon, New Jersey Supervisor of Public Records
Edward N. Johnson, U. S. Post Office Department
James Colton, Rhode Island Department of Administration

- 1:00 P.M. Luncheon, Game Room, Williamsburg Lodge

HISTORICAL MANUSCRIPTS AND ARCHIVES

Chairman: Lyman H. Butterfield, Institute of Early American History and
Culture.

Address of Welcome, Carlisle H. Humelsine, Colonial Williamsburg
A Cavalier Approach to The Preservation of Historical Manuscripts,
John M. Jennings, Virginia Historical Society

The afternoon is devoted to the advancement of historical and archival
knowledge by means of tours of Colonial Williamsburg, The College of
William and Mary, Jamestown, Yorktown, and James River Plantations.

- 2 -

7:00 P.M. ANNUAL DINNER, Game Room, Williamsburg Lodge

Presiding: Charles F. Marsh, College of William and Mary

Presidential Address: Archives: Profession and Society, Wayne C. Grover,
National Archives and Records Service

9:00 P.M. BUSINESS MEETING

Tuesday, September 14

10:00 A.M. Blow Gymnasium, College of William and Mary

THE NATIONAL ARCHIVES AFTER TWENTY YEARS

Chairman: Solon J. Buck, Washington, D. C.

The Archivist's View - From the Inside, Robert Bahmer, National Archives
and Records Service

The Archivist's View - From the Outside, Ernst Posner, School of Social
Sciences and Public Affairs, American University

From the Viewpoint of the Research Scholar, Boyd Shafer, Secretary,
American Historical Association and Managing Editor of
American Historical Review

1:00 P.M. Luncheon, Game Room, Williamsburg Lodge

MUNICIPAL ARCHIVES

Chairman: William J. Van Schreeven, Virginia State Library

Recent Developments in Municipal Archives, Richard Ruddell, Ford Motor
Company

2:30 P.M. Game Room, Williamsburg Lodge

STATE RECORDS

Chairman: Margaret C. Norton, Illinois State Library

The North Carolina State Records Center, Christopher Crittenden, North
Carolina Department of Archives and History

Microfilming State Records, W. Frank Burton, Jr., North Carolina
Department of Archives and History

Panel Discussion:

Leon de Valinger, Delaware Public Archives Commission

Charles W. Dickens, Delaware Public Archives Commission

Rex Beach, Maryland Hall of Records

Beryl E. Gardner, Maryland Hall of Records

Daniel F. Noll, Management Office, District of Columbia
Government

THE SOCIETY OF AMERICAN ARCHIVISTS

18th Annual Meeting - Williamsburg, Virginia
September 12-14, 1954

HEADQUARTERS. The Society's headquarters will be at the Williamsburg Lodge, South England Street. The Registration Desk of the Society will be ready for service at 4:00 P.M., Sunday, September 12.

TRANSPORTATION. Air Lines. The nearest airport to Williamsburg is Patrick Henry Field (Williamsburg and Newport News). This airport is served by Capital and by Piedmont Air Lines. Limousine service to the Williamsburg Lodge. The Byrd Airport of Richmond is served by American, Capital, Eastern, National, and Piedmont Air Lines. Limousine service to Richmond. However, the Byrd Airport is on the road to Williamsburg and a Greyhound bus connection may be made with some plane arrivals by calling the Richmond Bus Terminal to request that the bus stop at the entrance to the airport on Highway U. S. 60. Bus stop can be reached by cab from the airport.

Railroad. Williamsburg is on the Chesapeake & Ohio Railway. Pullman and coach service from Chicago and St. Louis, via Cincinnati. Connections in Richmond with the Atlantic Coast Line and the Seaboard from the south and with the Richmond, Fredericksburg & Potomac Railroad from Washington.

Bus. Greyhound from Richmond, where north, south, and west connections can be made.

Private Cars. Williamsburg is on U. S. 60 (Richmond to Newport News) and on U. S. 168 (from Newport News) which, 12 miles northwest of Williamsburg, affords the quickest route to Washington via VA. 33 to West Point, thence by VA. 30 to U. S. 360 north.

ROOM RESERVATIONS. To reserve rooms at the Williamsburg Lodge or the Williamsburg Inn, use the enclosed reservation form and mail it to the Reservation Manager as soon as possible. Tourist rooms can be reserved by writing to the Williamsburg Chamber of Commerce.

ADVANCE REGISTRATION. In order to expedite registration routine during the meeting, advance registration is urged. Please fill out the enclosed registration card and send check covering meals and registration fee, addressed to: Lester J. Cappon, Chairman, Committee on Local Arrangements, Box 203, Williamsburg, Virginia. Your tickets, badge, and other material will be ready for you when you arrive. **DO NOT ADDRESS REGISTRATION DATA** to the hotel.

A special bus tour to Jamestown and Yorktown will be scheduled for Monday afternoon, September 13, if the number of requests for it is sufficient. The price, \$3.48, includes admission to Jamestown. Mark your registration card accordingly, but do not send advance payment.

HOST ORGANIZATIONS

Colonial Williamsburg
College of William and Mary
Institute of Early American History and Culture

SOCIETY OFFICERS

Wayne C. Grover, President

Ernst Posner, Vice President

Henry E. Edmunds, Secretary

William D. Overman, Treasurer

COUNCIL

Christopher Grittenden
Leon de Valinger
Robert H. Bahmer

Morris L. Radoff
Alice E. Smith
Karl L. Trever

PROGRAM COMMITTEE

W. Frank Burton, Jr.
Oliver W. Holmes
Arthur Pierce Middleton
Richard Ruddell
Irving Zitmore
Morris L. Radoff, Chairman

LOCAL ARRANGEMENTS COMMITTEE

Lynette Adcock
Mrs. John Creasy
Herbert L. Ganter
William G. Harkins
Mrs. Luta Sewell
Lester J. Cappon, Chairman

THE SOCIETY OF AMERICAN ARCHIVISTS

NOMINATING COMMITTEE

1954

To the Members of the Society of American Archivists:

The constitution of our Society provides that the Nominating Committee "shall consult the membership for suggestions, shall make nominations for officers and members of the Council, and shall submit its report at the annual meeting at which the election is to take place. Other nominations may also be made from the floor by any member of the Society. A majority of the votes cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council."

The present officers and council members are as follows: (dates in parentheses indicate expiration of terms): President, Wayne C. Grover (1954); Vice-President, Ernst Posner (1954); Secretary, Henry E. Edmunds (1954); Treasurer, William D. Overman (1954); Council members, Christopher Crittenden (1954), Robert H. Bahmer (1955), Alice E. Smith (1956), Morris L. Radoff (1957), Leon de Valinger, Jr. (1958). In addition, Karl L. Trever, Editor of The American Archivist, is ex officio a Council member. Under our constitution, the President may be elected three consecutive terms, but President Grover has stated that he thinks it best that he shall not serve for another term. The Vice-President and retiring Council members are not eligible for immediate election to the same offices. There is no limit to the number of terms the Secretary and Treasurer may serve.

Your Nominating Committee consists of Philip C. Brooks of Palo Alto, California, Robert W. Lovett of Reading Massachusetts; and myself as chairman. We need your help and will greatly appreciate your filling in and mailing to us the enclosed form not later than August 15.

Yours Sincerely,

Christopher Crittenden, Chairman
Nominating Committee
Box 1881
Raleigh, North Carolina

President _____

Vice-President _____

Secretary _____

Treasurer _____

Member of Council _____

Date _____ Signature (not required) _____

HOTEL RESERVATIONS

In making your reservation for the meeting of the Society of American Archivists, September 12 to 14, in Williamsburg, Virginia, this form should be used. Mail it directly to Miss Frances Burns, Reservation Manager, by September 1.

Single rooms are very limited. Members are asked to share rooms. The room rates are as follows (European Plan):

WILLIAMSBURG LODGE

WILLIAMSBURG INN

Double with bath, \$9 to \$13 a day
Single with bath, \$7 to \$8 a day

Double with bath, \$15 to \$20 a day
Single with bath, \$11 to \$14 a day

It is important that each person make his individual reservation. Please indicate the person with whom you will room. Reservations are held until 6:00 p.m. If you expect to arrive later than 6:00 p.m., a deposit of \$10.00 is requested. If the reservation is cancelled twenty-four hours ahead of the arrival day, the deposit will be refunded. Guests arriving early in the day are reminded that rooms are often not ready for occupancy until mid-afternoon as our check out hour is 3:00 p.m. Every effort will be made to accomodate early arrivals, but there may be times when early occupancy is not possible.

Miss Frances Burns
Reservation Manager
Williamsburg Lodge
Williamsburg, Virginia

Dear Miss Burns:

I shall attend the Society of American Archivists Meeting in Williamsburg September 12 to 14, 1954. Please reserve for me:

Williamsburg Lodge

Williamsburg Inn

Double with bath _____
Single with bath _____

Double with bath _____
Single with bath _____

I plan to room with: _____

I shall arrive in Williamsburg _____
date hour

and leave _____
date hour

Name _____

Address _____

Date _____

Name Approved For Release 2005/11/21 : CIA-RDP70-00211R000300100012-3
(last name) (first name)

Institution _____

Local address _____

Meals; Sun., Sept. 12, Dinner (complimentary) 7:00 P. M.

yes () no ()

Mon., Sept. 13, Luncheon, \$2.75 \$ _____

Mon., Sept. 13, Dinner, 3.85 _____

Tues., Sept. 14, Luncheon, 2.20 _____

Registration fee, \$2.00..... 2.00

TOTAL.....\$

Prices of meals include gratuities.

Bus tour to Jamestown and Yorktown (\$3.48), Monday afternoon,

Sept. 13, if sufficient interest. yes () no ()

THE SOCIETY OF AMERICAN ARCHIVISTS - 18th Annual Meeting.


Mail this card with check to: Lester J. Cappon, Chairman,

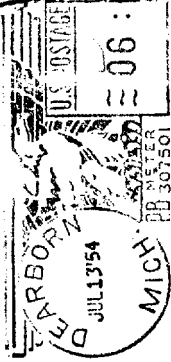
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300100012-3
Committee on Local Arrangements, P. O. Box 209,

Williamsburg, Virginia

STAT

The Society of American Archivists
HENRY E. EDMUNDS, SECRETARY
FORD MOTOR COMPANY ARCHIVES
DEARBORN, MICHIGAN

 VISIT the
FORD ROTUNDA
DEARBORN, MICHIGAN
SHOW PLACE OF THE AUTO INDUSTRY



Central Intelligence Agency
2450 E. Street, N.W.
Mailroom Library
Washington, D.C.

JUL 16 1954